



Roberts Rules of Order - Cheat Sheet

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

MEETING STRUCTURE

The following outlines the structure of a typical meeting using this method.

1. Call to order.
2. Roll call of members present (voting delegate to respond).
3. Reading of the minutes of the last meeting.
 - o Meeting leader typically will ask if there are any additions or changes to the minutes.
 - o This typically will be followed by a vote to approve the minutes.
4. T.E.A.M. reports – reports to the Core Team
 - o These are simply updates and do not include votes.
5. Old business
 - o This is important business previously planned for discussion at the current meeting.
 - o This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.
 - o Old business can include votes.
6. Regular business
 - o This is any item listed on the agenda as regular business for the body to discuss.
 - o The body can vote on each issue listed on the agenda.
 - o The body cannot vote on any item not listed on the agenda.
 - o The body also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.
7. New business
 - o Any new business or resolutions before the body that requires a vote.
 - o This must also include a description on the agenda.
8. Announcements
 - o These are announcements from the body, but do not include votes.
9. Adjournment
 - o The meeting leader will move for adjournment, signifying the end of the meeting.

TYPES OF MOTIONS

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:

1. Main Motions:
 - o Introduces items to the membership for their consideration.
 - o They cannot be made when any other motion is on the floor.
2. Subsidiary Motions:
 - o Change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions:
 - o Bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions:
 - o Provide a means of questioning procedure concerning other motions and must be considered before the other motion.
5. Motion to Table:
 - o Used in the attempt to "kill" a motion.
6. Motion to Postpone:
 - o This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
 - o Also, debate is once again open on the main motion.
 - o This can be a postponement until a set date or indefinitely.

HOW TO PRESENT A MOTION

Motions are presented by:

1. Obtaining the floor
 - o Wait until the last speaker has finished.
 - o Rise and address the President by saying, "Mr. (or Ms.) President" (or whatever title/term you use)
 - o Wait until the President recognizes you.
2. Make Your Motion using "I move that we..."
3. Wait for Someone to Second Your Motion
 - o Another member can second your motion or the President will call for a second.
4. If there is no second to your motion, it is lost.

Parliamentary Procedure At A Glance - *your guide of what to say and when to say it...*

TO DO THIS:	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move to adjourn."	NO	YES	NO	NO	Majority	NO
Call an Intermission	"I move to recess for..."	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	"I rise to a question of privilege."	YES	NO	NO	NO	No Vote	NO
Temporarily suspend considering an issue	"I move to lay the motion on the table."	NO	YES	NO	NO	Majority	NO
End debate and amendments	"I move the previous question."	NO	YES	NO	NO	2/3	NO
Postpone discussion for a certain time	"I move to postpone discussion until..."	NO	YES	YES	YES	Majority	YES
Give closer study of something	"I move to refer the matter to committee."	NO	YES	YES	YES	Majority	YES
Amend a Motion	"I move to amend the motion by..."	NO	YES	YES	YES	Majority	YES
Introduce Business	"I move that..."	NO	YES	YES	YES	Majority	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDANCE... BELOW, THERE IS NO ORDER...

Protest breach of conduct or rules	"I rise to a point of order."	YES	NO	NO	NO	No Vote	NO
Vote on a ruling of the chair	"I appeal from the chair's decision."	YES	YES	YES	NO	Majority	YES
Suspend rules temporarily	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
Avoid considering an improper matter	"I object to consideration of this motion."	YES	NO	NO	NO	2/3	YES 2
Verify a voice vote by having members stand	"I call for a division," or "Division!"	YES	NO	NO	NO	No Vote	NO
Request Information	"Point of information..."	YES	NO	NO	NO	No Vote	NO
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	NO	Majority	NO
Reconsider a hasty action	"I move to reconsider vote on..."	YES	YES	YES	NO	Majority	NO

*Unless moved when no question is pending.

*Affirmative votes may not be reconsidered.

*Unless vote on question has begun.

*Unless the committee has already taken up the subject.

*Unless the motion to be amended is not debatable.

*Unless the chair submits to the assembly for decision.

*A 2/3 negative vote is needed to prevent consideration of the main motion.

*Only if the speaker has the floor but has not actually begun to speak.

*Unless the motion to be reconsidered is not debatable.



Robert's Rules of Order - Meeting Case Studies

Determine how a properly run meeting would handle the following situations:

- A \$1000 donation is given to the youth ministry. Decide as a Team how this money should be used.
- A Team member adds an item to the agenda about starting an all-night outreach event with area youth groups.
- The Lead Pastor or Senior Pastor of your church asks for the youth ministry to help serve at a special dinner.
- Registration just closed for the annual youth ministry retreat. Three additional registrations come in. An additional vehicle needs to be rented to meet church safety policy. The cost is \$500 and will make the retreat go over budget by \$500. Discuss as a team what to do. Determine how the budget will be balanced if you allow the teens to attend the retreat.
- A request has been made that adult volunteers rotate as door greeters along with a group of youth assigned to this task. What steps are taken to address this request?